

Chronological Résumé



This layout is best for people:

- Planning to stay in the same field of work
- With a steady job history in related jobs

Max Benson

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OBJECTIVE

To obtain a position as a Licensed Practical Nurse (LPN)

QUALIFICATIONS

- 2 years experience as LPN in a 200+ bed hospital, License #AS2001456WA
- Active member of Washington State Nursing Association
- 3 years experience as Certified Nursing Assistant in rehabilitation center
- Weekend Charge Nurse for medical-surgical and intensive care units

EXPERIENCE

Licensed Practical Nurse September 2002 - Present
St. Joseph's Hospital Bellingham, WA

- Provided compassionate patient care including personal hygiene, education and information on medications and wound care
- Monitored and recorded patients' vital signs
- Collected specimens and recorded accurate lab values for follow-up treatment
- Charted patient care and maintained accurate information for patient-care team

Certified Nursing Assistant August 1996 - December 1999
Rehabilitation Southwest San Diego, CA

- Provided personal care for severely injured patients
- Educated family members on wound care, sponge bathing and shower assistance before patient was released home
- Served on Community Education Committee, designed workshops for high schools students in Driver's Education classes

EDUCATION & TRAINING

Caring for Patients with Severe Head Trauma Training November 2003
Washington State Nursing Association Seattle, WA

Nursing Program Graduated December 2001
Bellingham Technical College Bellingham, WA

Certified Nursing Assistant Graduated January 1996
Mesa College San Diego, CA



WorkSource is an equal-opportunity partnership of organizations that provide employment and training services.

Auxiliary aids and services are available upon request to people with disabilities.

Functional Résumé



This layout is best for people:

- Changing careers
- With little or no work history
- With large gaps in employment

Kristen Taylor Allen

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OBJECTIVE

Clerical or Office Assistant

CLERICAL

- Sorted and distributed mail to over 10 separate departments
- Updated and maintained alphabetical and numeric file systems
- Maintained company confidentially
- Managed ordering of all office supplies
- Scheduled appointments

TECHNICAL

- Operated computer software programs such as: MS Excel, MS Word, MS Outlook and computerized accounting software
- Performed back-ups on networks to prevent information loss
- Money-handling skills including balancing cash drawer, daily deposit and customer transactions: cash, check or credit card

CLIENT RELATIONS

- Greeted, directed, and answered questions for clients by phone and in person
- Operated a multi-line phone system efficiently to ensure client satisfaction
- Assisted upset or uncooperative customers on a professional level and resolved problems or concerns
- Recorded accurate phone messages when client preferred to use voice mail

EXPERIENCE

Office Assistant	Ship-N-Save	Bellingham, WA	June 2001 - Present
Clerical Aide	Whyman & Jones	Bellingham, WA	June 1999 - May 2000
Cashier/Sales	Sunshine Flowers	Ferndale, WA	June 1996 - May 1999

EDUCATION

Diploma	Sehome High School	Bellingham, WA	June 1998
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